

DECEMBER 1988



# COMMERCE PEOPLE

## Seasons Greetings

*This year I can say with conviction that this department has made a big difference in helping the President complete the work of this administration. It has been your commitment to service and quality work that has made our progress possible.*

*I have enjoyed working with you - and getting to know so many of you. I shall treasure our new friends in Commerce and always be proud of what we have accomplished together.*

*Mrs. Verity and I wish you and your family happiness and good cheer in this Christmas season - with a special blessing of good health for the coming year.*

*As Tiny Tim said, God bless us, everyone!*

*William Verity*



# InsideCommerce .....

by Niki Tillery

Friends at the Trademark Trial and Appeal Board offer best wishes to **Evelyn Lopez**, who is retiring this month. She has been an employee at the Patent and Trademark Office for 34 1/2 years. Lopez, a clerk, has been with the Trial Board since its creation in 1958.

At the third annual Economic Affairs Honor Award ceremony, Under Secretary Robert Ortner presented Bronze medals to the following employees: **Carol Ann Meares**, OPTI, for outstanding EA professional employee. For outstanding EA office support/technical employee two were selected for this category: **Rita M. Quick**, BEA; and **Anna G. Tyer**, EA. The Office of Business Analysis was named the

outstanding EA unit. Congratulations to **Beverly H. Estep**, **Stephen E. Mersch**, **Dennis G. Pastore**, **Lorraine G. Pitts**, **Saundria W. Pitts**, **Kenneth W. Rogers**, **Shirley L. Spear** and **Charles E. Steigerwald**.

**Stephanie Iantorno**, a patent examiner in group 330, presented a paper entitled "Compliance Indices in the Assessment of Cardiac Diseases" at the IEEE Engineering in Medicine and Biology Society, 10th Annual International Conference, held in New Orleans, La., last month. The paper was written with Dr. John Li at the Cardiovascular Research Laboratory, Rutgers University, Department of Biomedical Engineering, and was the thesis topic for Iantorno's Master of Science degree in Biomedical Engineering.



In October, one of the final Jeopardy questions on the television game show was: Name a cabinet agency with a clipper ship and lighthouse in its emblem? One contestant guessed Department of Transportation, another the Defense Department and the third Department of Interior. Commerce people can you guess the answer?...

**William J. Wheeler**, was one of 10 federal executives who received Excellence in Administration Awards from the General Services Administration. Wheeler, director, National BankCard Center for Commerce, was honored for his efforts in developing and implementing the federal BankCard program, through which federal employees can use credit cards to pay for small purchases.

**Carol Beaver**, chief of the Program and Production Management Staff, NOAA Aeronautical Charting Division, has been elected President of the International Map Dealers Association (IMDA). She is the first representative of a government agency to be elected to this position. IMDA is a trade association representing dealers and publishers of maps and related products. Many members of the IMDA are authorized sales agents for NOAA's aeronautical and nautical navigational products.

Commerce ski buffs, join CERA for a ski weekend getaway Jan. 27-29 to Greek Peak, N.Y. Prices range from \$128 - \$157. Prices include transportation, two night lodging accommodations at the Ramada Inn, Binghamton, N.Y., meals, and more. For more information contact **Mike Nathan** at (301) 588-2307 or **Pam Winchester** at (202) 377-2945.



Students from Laredo Junior College, an institution affiliated with the MBDA funded organization, the American Association of Community and Junior Colleges, were the first school group to meet with **Lauro F. Cavazos**, the new secretary of education, during this year's MED Week celebration. Pictured left to right are: **Michael G. Lawrence**, MBDA congressional affairs chief; **Alma L. Esquinca**, MBDA Director; **James H. Richardson**, **Gonzales**, **Rosina Garcia**, Secretary of Education **Lauro F. Cavazos**, Vocational Counselor **Ramiro Rodriguez**, **Sergio Tello**, **Richard Longoria**, Instructor **Alfonso Maldonado**, and MBDA Communications Chief **Hector de Leon**.



# Personnel Dialogue: Accrued Leave

by John Golden  
Director of Personnel



**Q.** Last year a GM-1530-14 position in my organization was announced as Full-Time Temporary Not to Exceed One Year. Now I have

been told by management that they plan to extend this temporary promotion for the permanent employee currently holding this position without re-announcing this position. It is my understanding that, with the way it was announced (Not to Exceed One Year), management is supposed to re-announce so that the rest of us can have an opportunity to compete for it. Let me have your thoughts on this matter and if this can be done legally and above board by management.

**A.** The Federal Personnel Manual and Commerce policy require the use of competitive procedures for

temporary promotion of over 120 days. Temporary promotions must be initially for a definite period of one year or less, but may be extended without further competition for up to one additional year. The action you describe is within law, regulation, and management prerogative though other options, such as the one you present, are available. Employees frequently have questions about their opportunities to compete for positions and are entitled to answers. The best source of information on competition requirements is your servicing personnel specialist.

**Q.** I'm a retired military officer who recently joined the Department of Commerce. Will I accrue annual and sick leave at a new employee rate, i.e., four hours per pay period, or will my 20 years military service make me eligible to accrue leave at a more advanced rate?

**A.** If your retirement was based on a war-or combat-incurred injury or

disability, or if you have been employed on and since Nov. 30, 1964 without a break in service of more than 30 days in a position to which the annual and sick leave act applied, you are entitled to credit for all of your active duty service for the purpose of determining your annual leave accrual rate. Otherwise, your creditable military service for leave purposes will consist of all actual active service in the armed forces during wartime or in a campaign or expedition for which a campaign badge has been authorized. Your servicing personnel office staff can help you determine your creditable military service.

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Send your personnel questions to Editor, *COMMERCE PEOPLE*, Room 5058, Hoover Building U.S. Department of Commerce, Washington, D.C. 20230 or call FTS 377-4901. You need not identify yourself.

## Consumer Book Offers Tips For Easy Car Care

You don't need to know the ingredients of rubber to get the most out of your tires. You don't have to be familiar with clutch packs and bottom pans to know when your car's transmission needs repair. And you don't have to be a lawyer to get your car manufacturer to stand behind the emissions warranty. All you need are three helpful, straightforward booklets from the Consumer Information Center.

How to Take Care of Your Tires (Item 604T), a free booklet developed jointly by the Department of Transportation and The Goodyear Tire and Rubber Company, talks about tire maintenance—from inflation to rotation to balancing and

alignment—so you can make your tires last.

The Federal Trade Commission's pamphlet, Automatic Transmission Repair (Item 457T, 50C), explains the signs that really mean your transmission needs work. What You Should Know About Your Auto Emissions Warranty (Item 476T, 50C) is an Environmental Protection Agency booklet that tells when you can get help from the manufacturer if your car needs emission related work.

For copies of these publications, send your name, address, and the item numbers and fees, to the Consumer Information Center, Pueblo, Colo., 81009.

## Commerce People

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Letters should be addressed to Niki Tillery, U.S. Department of Commerce, Room 5058, Herbert C. Hoover Building, Washington, D.C. 20230.

News items may be mailed, or phoned in to the editor on FTS 377-4901.

**Susan M. Borches** .... OPA Director  
**Malcolm Barr** ..... News Director  
**Niki Tillery** ..... Editor



# Party Cheer Recipes, For A Safe Holiday Season

The holiday season will soon be upon us, with its joy, festivity and good cheer. People enjoy the many parties that are held this time of year. And many make alcohol consumption part of their merrymaking.

COMMERCE PEOPLE wishes all employees a joyful holiday season, and reminds you that responsible partying can help keep it joyful—by averting tragedy.

Each year, more than 48,700 people die in motor-vehicle accidents, according to the National Safety Council. Alcohol is a contributing factor in more than half of all traffic fatalities.

The National Safety Council offers these recipes for delicious, festive non-alcoholic drinks:

## "Turkey Time"

It's turkey time again. Turkey is a tradition in many American homes at Christmas and, of course, you want to make the most of your holiday celebrations by preparing the best dinners possible.

To make sure that your holiday meals are pleasantly memorable, you need to take some care. What do you look for in a fresh or frozen turkey? How do you store it. How do you thaw a frozen bird? Is there some sure way to tell when it is thoroughly cooked? What about stuffing? How long can the turkey be left out and still be safe?

The U.S. Department of Agriculture has a helpful booklet, Talking Turkey (Item 528T, free), that will answer these questions and more. And to make sure all the food you are serving is safe to eat, send for The Safe Food Book (Item 529T, free).

For your free copies of both publications, send your name and address and the item numbers to the Consumer Information Center, Pueblo, Colo. 81009.

### Orange Hot Toddy

- |   |                                |
|---|--------------------------------|
| 1/2 cup sugar   | 1/2 cup water                  |
| 12 whole cloves   | 2 2-inch pieces stick cinnamon |
| 3 cans (6 ounces each) frozen orange juice concentrate, thawed, reconstituted | 1 quart sweet cider            |

Combine sugar, water and spices in saucepan; simmer 10 minutes and strain. Add orange juice and cider. Serve with cinnamon stick.

Yield: 28 1/2-cup servings.

### Merry Berry Holiday Punch

- |   |                                 |
|---|---------------------------------|
| 6 cups orange juice   | 2 cups cranberry juice cocktail |
| 2 packages (10 ounces each frozen quick-thaw strawberries in syrup) | 3 cups ginger ale               |
| orange slices, fresh strawberries and mint for garnish              | Ice                             |

In a large bowl combine orange juice, cranberry juice and strawberries. Add ginger ale and ice just before serving. If desired, float orange slices, strawberries and mint on top.

Yield: Approximately 13 1/2-cups; 18 (6 oz.) servings.

### Hot Buttered Apple Juice

- |                   |                               |
|-------------------|-------------------------------|
| 2 cinnamon sticks | 8 whole cloves                |
| sugar             | 4 thin 1-inch strips of lemon |

Put 1/2-stick of the cinnamon, 2 cloves, 3/4 teaspoon sugar, a strip of lemon rind and 3/4 teaspoon butter in each of 4 large mugs. Add hot apple juice to each mug, stirring to blend mixture. Let steep one minute. Fill mugs with remaining apple juice. Sprinkle with nutmeg and serve immediately.

Yield: 4 servings.

### Citrus Surprise Punch

- |  |   |
|--|---|
| 1 can (6 ounces) frozen concentrated orange juice, thawed, undiluted | 1 can (6 ounces) frozen concentrates grapefruit juice thawed, undiluted |
| 5 cups cold water  | 1 bottle (28 ounces) ginger ale chilled                                 |
| 1 orange, sliced   |   |
| 1 pint raspberry sherbet   |   |

Combine orange juice concentrate, grapefruit juice concentrate, cold water, and ginger ale in pitcher. To serve, place orange slices and raspberry sherbet in punch bowl. Pour punch over top. Serve immediately.

Yield: 20 4-ounce servings.

*Courtesy of the National Safety Council.*



## Seasons Greetings

COMMERCE PEOPLE wishes everyone a very happy holiday season. The annual Christmas program is scheduled for Dec. 20.

Once again a Christmas tree will be placed in the lobby area Dec. 10.

Employees are encouraged to donate toys and non-perishable items for pickup by local charities.



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## Personnel Highlights Commerce's Smoking Policy

*The following is in response to a series of letters sent to Personnel Dialogue concerning the smoking rules of the department.*

In implementing the smoking regulations, the Commerce Department followed revised standards developed by GSA in December 1986. The department regulations adopt GSA's fundamental policies of holding smoking to an absolute minimum in areas where there are non-smokers and designating convenient smoking areas to accommodate the needs of smokers.

To best achieve these policy goals, the Office of the Secretary redelimited the authority to designate smoking areas in general office space to the heads of all major Commerce units. These upper level officials were encouraged to redelegate the authority to the lowest unit practical within their organization so that each unit could determine for itself where smoking will be permitted.

Officials responsible for designating smoking areas were instructed that they must execute their duties in compliance with the new GSA standards. Specifically, they were told that smoking is absolutely prohibited in auditoriums, conference



rooms, elevators, libraries, classrooms, medical care facilities, stairways, and hazardous areas. Further, they were instructed that designated smoking areas could be established in office space only if the space is configured so as to limit the involuntary exposure of non-smokers to second-hand smoke.

Commerce officials in charge of designating smoking areas were made responsible for enforcement in their respective areas. Employees violating the new smoking regulations are subject to discipline for insubordination in accordance with appropriate Department Administrative Orders.

There is an appeal process contained in the Commerce implementing regulations. Secretarial officers and heads of operating units were instructed to designate officials who are responsible for resolving conflicts concerning a particular designation or non-designation of a smoking area in Commerce occupied space within their respective jurisdictions. And, there is nothing in the department regulations affecting an employee's right to pursue a grievance under agency procedures authorized by 5 CFR Chapter 71 or procedures negotiated under 5 U.S.C. Chapter 71.



# Meteorologists Keep A Weather Eye Out Worldwide

NOAA meteorologist Steve Sokol is one of nine NOAA employees who work closely with the U.S. Air Force monitoring space shuttle launches at Kennedy Space Center in Florida.

But many people don't know that after a launch Johnson Space Center takes charge of worldwide weather monitoring. "Once the shuttle clears the tower, that's when our work begins," said Sokol, who was also lead forecaster for the STS-26 (Shuttle Transportation System) mission.

Nine NOAA contractors, along with Air Force personnel, work in the mission control building providing information about weather at abort landing sites that can mean the difference between launching and scrubbing.

The meteorologists' primary job is forecasting the weather at all potential shuttle landing sites during ascent and entry. Once the orbiter is successfully in orbit, the forecasters provide daily briefings for the flight directors about one hour after every shift handover.

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***"Weather meteorologists keep a watch from Johnson Space Center providing weather information that can mean the difference between launching and scrubbing a flight."***

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Sokol worked with Doris Rotzoll and Chuck Morrill to provide ascent and entry weather information for STS-26.

Sokol says his group's main concern is to ensure that ceilings and visibilities will allow the shuttle crew to see the runway Precision Approach Path Indicator (PAPI) lights.

"The orbiter is coming down at such a steep glide slope, and they can't go around to another airport like a normal commercial airliner," Sokol explains. "They have very strict rules on their weather, like no rain showers anywhere nearby. The ceilings generally have to be about 8,000 feet and visibility about five miles so that they can see these lights when they break out."

At the Shuttle Landing Facility in Florida, Sokol says, forecasting the weather for return to launch site

aborts generally is a problem because of the virtually tropical environment. Finding a time when good weather at the Cape coincides with good weather at all the abort landing sites can be difficult, according to the veteran reconnaissance flyer.

In March 1987, forecasting abilities received a boost when a new computerized information system called Meteorological Interactive Data Display System (MIDDS) was installed.

In the past, forecasters relied on cut-and-paste facsimile maps. The new system provides forecasters with time-lapse computerized satellite photos from around the world and numerical models from the National Meteorological Center. The high resolution photos arrive at the rate of one every six to eight minutes.

With MIDDS, the forecasters can see not only cloud formations and movements, but they can overlay the satellite photos with graphic displays of the models or data from surface and upper air observations supplied by Zephyr, a private weather service. The added data helps reveal conditions that would not be seen easily in the photos alone.

But while MIDDS provides more complete and timely information, Sokol says, it's still up to the forecasters to make sense of the data.

"No system is ever going to change the weather and make it better, so you need good sense and good judgment to get through the mission," he said. "Weathermen are always subject to not being right. We're not perfect, but we put out our best possible forecast."



Steve Sokol, lead weather forecaster for STS-26, uses one phone to communicate with the flight director while keeping in touch with one of his information sources on the other. Air Force Capt. Deanna Ramirez waits to discuss the latest weather developments.



# On Balance, Metric System Starts To Measure Up

by Niki Tillery

Metric measures up. That's the theme of the Office of Metric Programs, which is gearing up for a busy year, according to Alan S. Whelihan, acting director.

Passage of the Omnibus Trade Act of 1988, with its provision stating that metric weights and measures should be used in federal contracts, gives OMP responsibility for coordinating metric changeovers with federal agencies.

The metric provision also has renewed interest among the press, education community and industry, Whelihan explained, and the Office has been responding to a number of inquiries.

**"It's always nice to get a pat on the back."**

Jim McCracken, metric conversion coordinator, noted that since August the office has sent out more than 300 teachers' kits, including 4,000 student kits.

"The amount of mail we received requesting information on the metric system is unbelievable. Between the phones ringing, my normal work load, and answering mail request, my days are full," said Norma Kent, a secretary with the office for the past three years.

"Our office was cited in Learning Magazine, a national magazine for teachers," McCracken said, "and we've been sending out metric material ever since."

One group of recipients, teachers in Blue Springs, Mont., recently sent the office a signed computer printed banner, which read: B. S.

Teachers Thank the Office of Metric Programs.

"It's always nice to get a pat on the back," said McCracken.

McCracken said the office is encouraging Commerce agencies to think metric. "People should begin focusing on the change," he said, "because the fact is that the United States is going metric. Metric is the measurement system of the world, and we're part of the world."

McCracken noted that the automobile industry already uses the

metric system in designs and that film and alcohol are sold in metric measurements.

Whelihan said the burden of the metric change will fall on all federal agencies, although Commerce is the overall coordinator.

"The metric program is a good program to be selling," Whelihan said. "It should work out well, with lots of benefits to all." And, he added, "It's especially good for the future of U.S. math and science programs."

## Test Your Metric Knowledge

Test your metric knowledge: Circle the correct answer to each of these ten multiple choice questions.

1. What metric measure would you use to measure the length of a pencil?  
gram  
Celsius  
liter  
centimeter

2. When weighing a moose in metric, which measure would you use?  
kilograms  
meter  
Celsius  
liter

3. If the temperature outside is 35 degrees Celsius, what will you most likely be doing?  
cross country skiing  
ice skating  
swimming  
hiking

4. Which is the shortest distance?  
23 liters  
24 meters  
25 centimeters  
26 millimeters

5. If you were buying tomato juice that had been packaged in a metric sized can, what metric measure would be used?  
kilometers  
liters  
Celsius  
ton

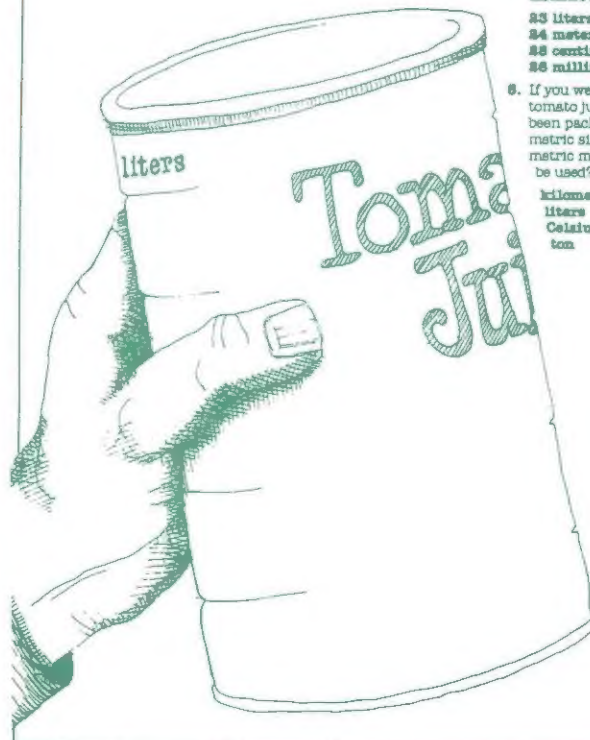
6. What is the metric measure used for snow size?  
millimeters  
centimeters  
liters  
grams

7. At birth, which one of these babies might weigh 3 kilograms?  
mouse  
elephant  
fish  
human

8. Which of these is about the same size as a liter?  
gallon  
quart  
ounce  
inch

9. About how much does a paper clip weigh?  
1 kilogram  
1 liter  
1 gram  
1 meter

10. Which one of these measures is about the width of an average doorway?  
meter  
kilometer  
gram  
Celsius



Answers:  
1. centimeter  
2. kilograms  
3. swimming  
4. centimeters  
5. liters  
6. millimeters  
7. human  
8. quart  
9. gram  
10. meter

Test your metric knowledge. Don't worry if you flunk. Help is available from the OMP. Good Luck!





# Happy Holidays from the Philippines

The U.S. & F.C.S. staffers, left to right, Precy Doria, librarian; Carol Odvina, commercial specialist; Belle Diaz, secretary; Rolando Whiteside, driver; Aida Miranda, market research assistant; Ted Villinski, commercial officer; Cleo Alday, commercialist specialist; Fe Caminong, office manager; Jojo Posades, driver; Stella Reyes, trade promotion assistant; Boyet Guiwa, security guard; Carol Manuel, TTPA; Ginette Stevens, secretary; Tet Vazquez, TTPA; and Tere Cuerpo, TTPA. Not pictured are: Robert Bucalo, John Sano and Joey Malicse.



**L**ife in the Philippines is exciting, challenging, never boring, and most of all, very rewarding.

The Philippines is an island nation comprised of 7,000 islands of mixed European and Asian cultures in the heart of Southeast Asia. It has a polyglot population whose origins can be traced to Spain, Central America and Polynesia, with prevalent strains of Malay and Chinese.

As the only official colony the United States has ever had, the shared history of the two nations is long and interesting.

The U.S. is the Philippines' largest trading partner and its largest investor, and the national sport is basketball! But the current debate over the renewal of the U.S. military bases agreement is straining bonds built up through the years, as the nationalistic desire to stand alone has gained momentum since the ouster of former President Marcos. The Philippine-U.S. relationship is characterized both by intense similarities and strong criticism of things American.

In the past two years, the Aquino government has made great strides toward re-establishing democratic institutions and a free-market economy. Newspapers critical of the government abound, Congress challenges the Executive branch openly and often, and the economy is growing at a 6.8 percent clip. We in the U.S. mission take great pride in these accomplishments. We played an important, albeit low-key, role in supporting the new government.

The people of the Philippines are open and friendly. They love music and are ready to sing at the drop of a hat. Filipinos are gregarious people with organizations for every cause and reason. There are 70 Rotary clubs in the Metro Manila area alone.

U.S. & F.C.S. Manila offers business clients the full range of standard U.S. & F.C.S. services. In addition, business facilitation services are available to the business visitor, including a small seminar/exhibit area located in the new business/ financial suburb of Makati. Filipino business persons find our library

both convenient and readily accessible. Thirty visitors a day use its reference materials while more than 50 telephone requests are handled by our librarian.

The extremely professional FSN staff of U.S. & F.C.S. Manila has perhaps only one serious fault; they try to do too much. The dedication of these individuals to the mission of the U.S. & F.C.S. shows in everything they do. Their initiative and perseverance have earned them a reputation for excellence, and U.S. & F.C.S. clients frequently comment on their "can-do" attitude.

U.S. & F.C.S. Manila is unique in the Foreign Commercial Service for many reasons. They are unique because the entire FSN professional staff is female. The main office is several miles from the Chancery, and is co-located with the U.S. Information Service Cultural Center. The office won the "Doors of Commerce" competition on the department's 75th anniversary.

The talented U.S. & F.C.S. Manila staffers are pictorially introduced.





A happy, smiling Cleo ready to greet the next business visitor.

Tere getting organized for the next catalog show.

Aida hard at work on the PC with pictures of friends and supporters in the background.

Instructions from the boss. Fe making sure Ted knows what he's supposed to be doing.

Carroll working on the telecommunications update.

Precy, our 25-year veteran, handling one of the thousands or more telephone calls she gets each month in the commercial library.

Ginette and Tere getting ready for Showcase USA Catalog Show.

Precy, Carroll and Belle with others discussing the "growing" staff.



# Two NOAA Employees Coach Paralympics Team

by Bud Littin

Two electronic-technicians at NOAA's Wallops, Va., satellite tracking station—Lewis De Angelis and Robert Robertson—played an unusual role in the 1988 Seoul Olympics.

De Angelis and Robertson coached a summer training camp at Salisbury, Md., for the first U.S. wheelchair shooting team recognized by the International Olympics Committee.

The athletic field house at Salisbury State University on Maryland's Eastern shore was converted into a rifle and pistol range for 15 men and women shooters competing for 12 berths in the October Paralympics at Seoul.

Competitors at Salisbury had overcome grave handicaps to qualify as experts with pistols and rifles on a 10 meter range. They consistently shredded the "v ring" bullseye—smaller than a dime—with specially crafted pellet guns costing from \$800 to \$1,300 each.

De Angelis and Robertson are world class rifle and pistol coaches. The satellite dishes at their Wallops station provide many services to agriculture and industry, maintain constant watch over severe storms such as last September's gigantic hurricane Gilbert, and collect readings which produce daily weather pictures seen on home TV screens.



NOAA volunteer coaches Lewis De Angelis and Robert Robertson, standing, left to right, pose with three members of the U.S. wheelchair shooting team for the Seoul Paralympics during a break in their training camp.

## New Quality Council Formed To Help Improve Department Productivity

To improve productivity in the Commerce Department, 25 senior career officials, selected by Assistant Secretary Kay Bulow, have formed the Quality and Productivity Council.

Jack Williams, director of the Office of Productivity, Technology and Innovation, will chair the council. Terry Brelsford, PTO assistant commissioner for administration, will serve as vice chair.

Williams said the purpose of the council is to provide, on a continuing basis, a peer group resource to enhance department productivity and effectiveness through managerial excellence.

Specific functions of the council are to:

- Review management issues and make recommendations to enhance program effectiveness.

- Exchange information on effective management techniques.

- Provide management orientation on a voluntary basis for new Commerce managers.

- Act as a department focal point for problem solving.

- Provide a 'sounding board' for new management-related issues.

- Meet with counterpart groups elsewhere.

The council welcomes employee ideas consistent with the groups functions on what priority topics should be addressed over the next year. Ideas can be sent to Jack Williams, chairman; HCHB Room 4822, or Terry Brelsford, vice chairman; PTO, Room 908, PK 2.





# Commerce/USDA Spearhead Consolidated Forms Project

The Commerce Department and Department of Agriculture have joined forces again and are leading a governmentwide consolidation project in the Washington metropolitan area.

Beginning January, federal agencies in the national capital region will take a giant step forward to save taxpayers a significant amount of money.

A new state-of-the-art inter-agency Consolidated Forms and Publications Distribution Center (CFPDC) in Landover, Md., is expected to save nearly \$5 million annually.

The establishment of the CFPDC is the culmination of one of the President's Council on Management Improvement (PCMI) Reform '88 initiatives to promote governmentwide sharing of common administrative

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**"A new consolidated forms and publications distribution center is projected to save federal agencies nearly \$5 million annually."**

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services in areas such as mailroom and copier services. Commerce's Assistant Secretary Kay Bulow and Agriculture Department's Assistant Secretary for Administration John Franke spearheaded the effort based on an earlier successful joint USDA/Commerce project to consolidate warehouse operations in Kansas City, Mo., and in Washington, D.C.

Cost savings are based on agencies FY 88 warehouse expenses for storage and distribution of forms and publications as compared to total projected costs for the new operation over a three year consoli-

dated period. Prices will be reduced as more agencies participate and share operating costs.

To date, 16 agencies have expressed interest in the consolidation and five have formally joined. In addition to the projected cost savings, participating agencies can look forward to the benefits of increased operational efficiencies, improved productivity, and technological enhancements.

The CFPDC will offer on-line electronic ordering of agency forms and publications, automated inventory control and stock replenishment, worldwide distribution, and electronic document storage/print-on-demand as a future service.



Signing on the dotted line at a recent ceremony kicking off the startup of the Consolidated Forms and Publications Distribution Center are, seated right to left: John J. Franke, Kay Bulow, and first customer agency representatives James Trickett, Health and Human Services; and Peter J. Basso, National Endowment for the Arts. Looking on, standing right to left, are Frank Gearde, USDA; Mary DiGiulian, Commerce; Bill Hagar, Commerce; Al Boyd, USDA; Dave Farber, Commerce; Jim Andrews, Commerce; Jim Frazier, USDA; and Terry Tychan, HHS.

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## Technology Act Creates New Under Secretary Post

The Department of Commerce Technology Act, signed into law in October, creates a new position—under secretary for technology.

The new position will help make the government a more effective partner with business in advancing the nation's technological capability, Secretary Verity said.

The new under secretary will oversee the operations of the National Institute of Standards and Technology (NIST), the National Technical Information Service (NTIS), National Telecommunications and Information Administration (NTIA) and restructure the Office of Productivity, Technology and Innovation (OPTI).



# Expert Panel Announces Ways To Improve Aids, Cholesterol And Other Medical Tests

A panel assembled at the National Institute of Standards and Technology (NIST) to make recommendations on current medical laboratory testing practices and how these can be improved has issued its initial report.

The coalition of 14 industry, federal, and professional organizations representing nearly every facet of the laboratory testing and medical communities focused on tests for the AIDS virus, cholesterol, drug abuse, and cervical cancer.

Panel recommendations included:

- AIDS Virus Testing—Experts on

AIDS testing agreed that laboratories achieve a high level of accuracy in diagnosing a test for the AIDS virus if they use two tests: a screening procedure and a confirmatory test. They cautioned, however, that initial positive screening results should never be considered valid for diagnosing AIDS infection without a second confirmatory test fails to yield a clearly positive or negative diagnosis, the group recommended that a third test using other available procedures be employed.

- Cholesterol Testing—The cholesterol test procedures with the high-

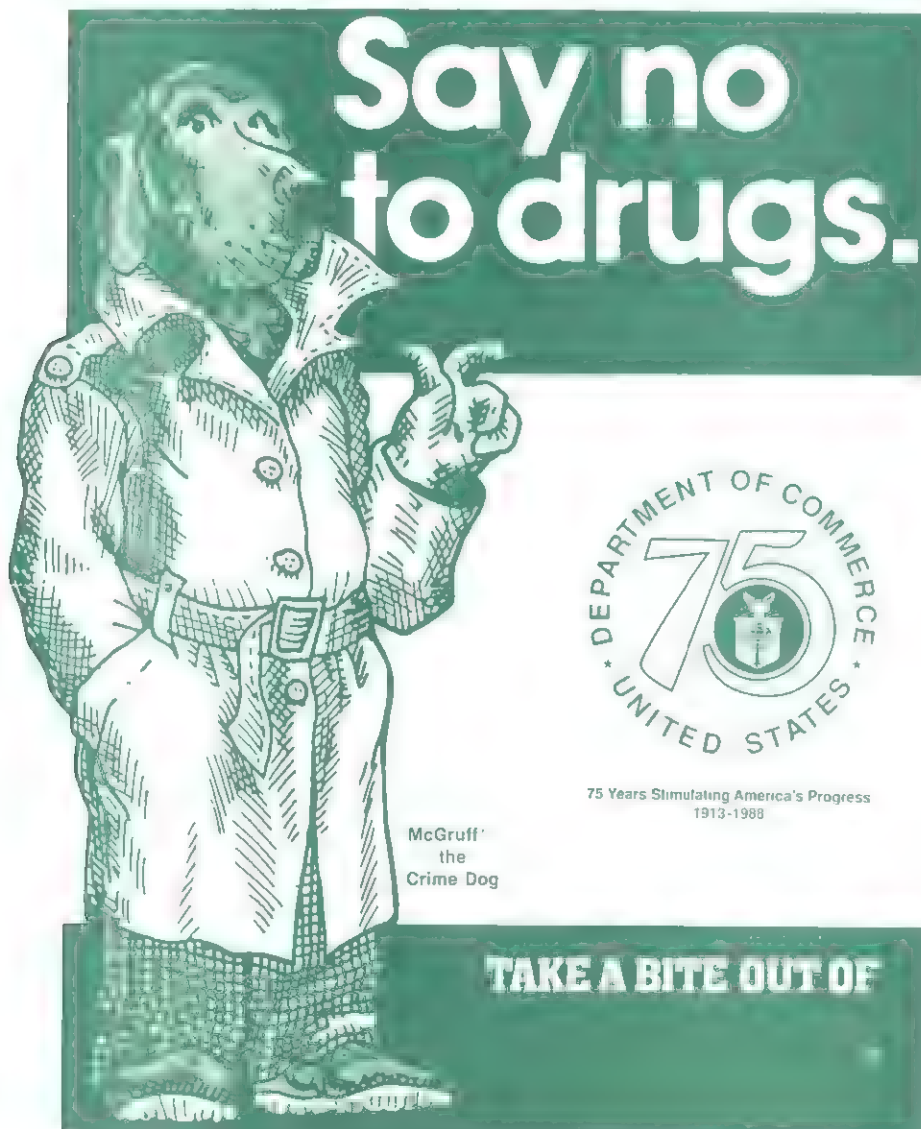
est accuracy are too time-consuming and complex for use by most laboratories. However, a nationwide reference system has been developed that will make it possible for laboratories to compare their results with those obtained using the highest accuracy procedure. The panel suggested that steps be taken to make this cholesterol reference system useful in all laboratories, including those in physicians' offices and in mass screening programs.

- Drug Abuse Testing—Current tests that screen samples for the presence of certain drugs give good results, but new reference materials for all drugs are needed so all laboratories will get the same results. The panel agreed that because urine tests do not indicate on-the-job impairment, research is needed to identify an appropriate diagnostic body fluid and to determine the level at which each drug will cause impairment.

- Pap Smear Testing—Although this test to predict cervical cancer is "one of the most successful life-saving laboratory procedures," the panel said there are problems with cervical sampling techniques that might affect test accuracy. These could be solved by improving the education of the persons who collect Pap smear samples.

Recommendations of the panel are being submitted to the National Committee for Clinical Laboratory Standards (NCCLS), a nonprofit organization that brings together medical laboratories, the medical industry, and the federal government to produce voluntary standards.

It also maintains a consensus process for developing voluntary laboratory guidelines. NCCLS will use its consensus process to seek broad agreement on the panel's laboratory procedure recommendations.





# ITA Agents Lauded For Outstanding Performance

Three Office of Export Enforcement (OEE) special agents in the San Jose field office have been honored for preventing illegal sales of U.S. equipment and technology.

Lucy Y. Longman and Paul M. Poldergotch received Certificates of Recognition for Outstanding Performance, and Mary E. O'Brien received a Certificate of Recognition for Sustained Superior Performance.

Longman seized U.S. origin strategically controlled equipment, valued more than \$300,000 destined for an Eastern European country and helped disclose other illegal export transactions. In addition, via the Bureau of Export Administration license review process, she was able to prevent more than \$10.3 million of U.S. origin equipment from being exported illegally.

Poldergotch seized U.S. origin strategically controlled equipment, valued at more than \$800,000, destined for the Soviet Union and obtained evidence about illegal exports to the People's Republic of China and Bulgaria. Also he referred six recommendations for the issuance of temporary denial orders preventing more than \$3 million of U.S. origin equipment from being illegally exported and participated in an OEE arrest of a federal fugitive.

O'Brien developed more than 20 valuable industry and government sources of information, which led to the disclosure that a foreign national from an Eastern European country was representing a network of companies to supplying commodities to the Soviets.

Team leaders Randall Sike, Brooks Ohlson and Special Agent in charge

Frank Deliberti received outstanding evaluations under the Performance Management Recognition System for making the San Jose Field Office one of the most productive offices in export enforcement.

OEE has field offices in eight cities across the country and representatives at the American Embassies in Vienna and Stockholm.



*The San Jose Office of Export Enforcement pictured left to right: Randall S. Sike, Lucy Y. Longman, Brooks D. Ohlson, Mary E. O'Brien, Paul M. Poldergotch and Frank W. Deliberti.*



## Preparation Is The Key To Winter Storm Survival, Says NOAA

Winter can be dangerous and now is the time to brush up on cold weather precautions.

NOAA National Weather Service statistics show that an average of 450 Americans die each year because of winter storms and extreme cold.

"Most of these deaths are preventable, simply by making adequate preparations and observing some basic safety rules," said E.W. Friday, NWS director. He recommends

the following winter survival precautions:

- During the winter months, monitor weather developments by listening to radio, television or NOAA Weather Radio experts.

- Stay indoors during extreme cold; if necessary to venture out, be sure to wear several layers of loose-fitting, lightweight, warm clothing. Outer garments should be tightly woven, water repellent and hooded.

- Winterize all vehicles. Check the engine and all fuel levels.

Keep an emergency winter storm kit in all vehicles. The kit should include non-perishable foods, extra clothes, blankets, a flashlight, fresh batteries, a shovel, booster cables, flares and bags of sand.

Winter storms indirectly claim many lives. Automobile accidents, carbon monoxide poisoning, home fires, electrocution from downed wires, and falls on icy walks add to the death toll.



## Consumer Tips

# Be Wise In Your Holiday Giving

by Connie Beck

'Tis the season to be charitable as well as jolly. If you're planning to share your blessings this season by giving to charity, take care to do some investigating first.

Begin by asking questions. If you're approached by a solicitor at the door, by telephone, or on the street, ask:

- for their identification with the name and address of the charity;
- to see the charity's registration or license, which most state or local governments require;
- whether your contribution is tax-deductible; and
- for their literature, so you can think about your decision without being pressured into giving immediately.

If you receive a solicitation by mail, check to see that:

- the name, address, and programs of the charity are clearly defined;
- the material doesn't look like a bill or invoice and no funds are demanded for unordered merchandise. It is illegal to send fundraising materials that look like bills unless they include a clear notice that it is an appeal for funds and that you aren't obligated to pay; and
- an appeal with a sweepstakes offer doesn't require a contribution to win. To require payment to be eligible for a prize makes such offers mail lotteries, which are illegal.

You can check the reputation of a charity by contacting the Philanthropic Advisory Service of the

Council of Better Business Bureaus (PAS/CBBB) and the National Charities Information Bureau (NCIB). Both organizations evaluate charities by standards for charitable organizations which they have established and will supply reports on particular charities free of charge.

PAS/CBBB and NCIB standards examine the purposes, programs, governance, use of funds, fundraising practices, and solicitations or promotional materials of charities.

In addition to the two organizations, check out the charity with your local charity registration office. It's often located within the state attorney general's office.

When you're satisfied with the charity's reputation, make sure you pay by check, making it out to the charity, not to an individual. And keep accurate records of your donations for tax purposes. For your contribution to be tax deductible, the charity must have 501 (c) (3) non-profit status from the IRS.

If you have a complaint about a charity, contact the attorney general's office where the organization is located, the IRS, the U.S. Postal Inspection Service through your local post office, or your local Better Business Bureau.

## NOAA Fisheries Market News Turns 50



Cake and party streamers were all part of the scene for the Statistics and Market News staffers at the Northwest Regional Office of NOAA fisheries who celebrated the first 50 years of Fishery Market News. The service provides the seafood industry with information necessary for reducing market risks. NMFS Market News employees pictured left to right are Elveda Chalcraft, Kathleen Raftery, John Bishop, Evelyn Jackson and Mary Taylor. Not pictured: Asgar Fog.

## "Stuck In The Snow?"



If you must drive on snow or ice, go prepared to get stuck and don't just trust your luck. Recommended emergency car trunk items include a bag of cat litter or sand, a small shovel and two doormats. Lay the mats in front of rear tires (unless you have front-wheel drive) to get out of slick ruts or off icy parking lots. Unless you plan to stop and go back to get them, tie the mats to your car bumper with short pieces of rope. Just don't forget they're back there.



**JANUARY  
16**



## Childcare Scholarships Available

Do you have more than one child under the age of five? Are you a single parent? Are you looking for quality child care at a price you can afford? You may be just the person the Commerce Child Care Center is looking for.

The Commerce Child Care Center has a number of half-tuition scholarships available for Commerce children whose parents can demonstrate need. Commerce employees in positions at the GS-7 level and below are especially urged to apply.

Scholarship applications are handled discreetly and privately. Applications are submitted to one committee member and that member presents the information to the other two committee members without divulging the employee's name.

Scholarship applications may be obtained from room 5058 or by calling Lisa Weathers at 377-4901.

Your child deserves the best of care! Apply today!



With the opening of the Commerce Department Child Care Center only a month away—it opens the week of Jan. 16—the Provisional Child Care committee got together for a group photograph with, who else? Their children. All were among the first to enroll for the center. Left to right (rear): Malcolm Barr, OPA, and Malcolm Jr., 4; Annie Burt, Admin.; Nancy Williams and Anne, 4 months; Jim Williams, Admin. Left to right (front): Lisa Weathers, OPA, and Justin, 4; Stacia Le Blanc, OGC, with Carly, 1, and Beau, 3; and Judy Ebner, ITA, and Lia, 3.

Ian Burt, Annie Burt's son, went for the big money and grabbed hold of the \$40,000 check the Commerce Department provided the center for start-up funds. The loan is repayable over 40 years. To boost the center scholarship fund, AFGE Local 3810 (EDA) has begun a fund-raiser, selling Baltimore Bullets Basketball tickets, and Secretary Verity is fund-raising among senior executives.





## Funds Made Available To Help Save The Turtles

Secretary Verity helped welcome the National Aquarium's two new sea turtles, George and Barbara, at a ceremony hosted by Rountree DeMet. The makers of Turtles candies contributed funds for renovating a turtle tank for the new occupants to the National Aquarium Society last month.



## FEDERAL WHITE COLLAR PAY SCALE 1989

	STEP 1	2	3	4	5	6	7	8	9	10
GS-1	\$10,213	\$10,555	\$10,894	\$11,233	\$11,573	\$11,773	\$12,108	\$12,445	\$12,461	\$12,780
GS-2	\$11,484	\$11,757	\$12,137	\$12,461	\$12,601	\$12,972	\$13,343	\$13,714	\$14,085	\$14,456
GS-3	\$12,531	\$12,949	\$13,367	\$13,785	\$14,203	\$14,621	\$15,039	\$15,457	\$15,875	\$16,293
GS-4	\$14,067	\$14,536	\$15,005	\$15,474	\$15,943	\$16,412	\$16,881	\$17,350	\$17,819	\$18,288
GS-5	\$15,738	\$16,263	\$16,788	\$17,313	\$17,838	\$18,363	\$18,888	\$19,413	\$19,938	\$20,463
GS-6	\$17,542	\$18,127	\$18,712	\$19,297	\$19,882	\$20,467	\$21,052	\$21,637	\$22,222	\$22,807
GS-7	\$19,493	\$20,143	\$20,793	\$21,443	\$22,093	\$22,743	\$23,393	\$24,043	\$24,693	\$25,343
GS-8	\$21,590	\$22,310	\$23,030	\$23,750	\$24,470	\$25,190	\$25,910	\$26,630	\$27,350	\$28,070
GS-9	\$23,846	\$24,641	\$25,436	\$26,231	\$27,026	\$27,821	\$28,616	\$29,411	\$30,206	\$31,001
GS-10	\$26,261	\$27,136	\$28,011	\$28,886	\$29,761	\$30,636	\$31,511	\$32,386	\$33,261	\$34,136
GS-11	\$28,852	\$29,814	\$30,776	\$31,738	\$32,700	\$33,662	\$34,624	\$35,586	\$36,548	\$37,510
GS-12	\$34,580	\$35,733	\$36,886	\$38,039	\$39,192	\$40,435	\$41,498	\$42,651	\$43,804	\$44,957
GS-13	\$41,121	\$42,492	\$43,863	\$45,234	\$46,605	\$47,976	\$49,347	\$50,718	\$52,089	\$53,460
GS-14	\$48,592	\$50,212	\$51,832	\$53,452	\$55,072	\$56,692	\$58,312	\$59,932	\$61,552	\$63,172
GS-15	\$57,158	\$59,063	\$60,968	\$62,873	\$64,778	\$66,683	\$68,588	\$70,493	\$72,398	\$74,303
GS-16	\$67,038	\$69,273	\$71,508	\$73,743	\$75,473	\$76,678*	\$78,869*	\$81,060*	\$82,500*	
GS-17	\$76,990*	\$79,556*	\$82,122*	\$82,500*	\$83,818*					
GS-18	\$86,682*									

\*THE RATE OF BASIC PAY PAYABLE TO EMPLOYEES AT THESE RATES IS LIMITED TO THE RATE FOR LEVEL V OF THE EXECUTIVE SCHEDULE, WHICH WOULD BE \$75,500